

The Administration on Developmental Disabilities (ADD) is pleased to announce the following employment opportunity:

Job Title: Senior Advisor

Job Announcement Number: HHS-ACF-DE-11-477284

Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services (HHS) you can give back to your community, state, and country by making a difference in the lives of Americans everywhere. It is the principal agency for protecting the health of citizens. Join HHS and help to make our world healthier, safer, and better for all Americans.

Major duties will include: The incumbent serves as a Policy Analyst (Senior Advisor) to the Commissioner and is responsible for carrying out a variety of essential assignments, initiatives, special projects, studies and analyses. The incumbent must be familiar with the philosophy, operations, goals and objectives of ADD. Advises the Commissioner on a wide range of issues and policies by providing recommendations, guidance, proposals and reports concerning complex problems and issues affecting persons with developmental disabilities. Develops and directs special initiatives, critical projects and assignments which are essential to the Commissioner's management of ADD's programs. Conducts short term and long term analyses of cross-cutting and internal program and policy issues relevant to the administration of Federal developmental disabilities programs. As assigned by the Commissioner, represents ADD on various committees, work groups and task forces with knowledge on the positions and policies of the ADD. Maintains liaison with ACF, HHS components and other Executive Branch Departments and agencies. Oversees information, records and document management policies and implementation for the ADD, in accordance with HHS policy. Assists the Commissioner and Deputy Commissioner in oversight of communications and outreach efforts on behalf of ADD with the general public, stakeholders groups, and administration officials. Serves as a COTR for grants and contracts which have national significance and are relevant to ADD policy, planning, and legislative efforts. Performs other duties assigned.

For more information, or to apply, please visit: ADD-Job-Senior Advisor -Job Announcement Number: HHS-ACF-DE-11-477284

<http://jobview.usajobs.gov/GetJob.aspx?JobID=99976232&JobTitle=Senior+Advisor&brd=3876&vw=b&FedEmp=N&FedPub=Y&x=94&y=17&jbf574=HE90&AVSDM=2011-06-06+08%3A17%3A00>